

Payson City
439 West Utah Avenue
Payson, UT 84651 (801) 465-5204



Application for a
Home Occupation Business
CONCEPT PLAN REVIEW

FOR OFFICE USE ONLY	
Application Date: _____	Review Fee: \$10.00 (15-1)
Staff Review Date: _____	
Staff Signature: _____	<input type="checkbox"/> Allowed Use
Contact Date: _____	<input type="checkbox"/> Non-permitted Use
Current Zoning of the property: _____	

Proposed Business Name: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home # (_____) _____ Work # (_____) _____

Cell # (_____) _____ Fax # (_____) _____

E-Mail Address: _____

If leasing or renting property

Owner's Name (Please Print): _____

Owner's Signature: _____

Brief Description of Business:

******Application must include a floor plan of the residence (can be hand drawn) identifying the room in which they will be conducting business. Give the square footage of that room and also the square footage of the entire home. Payson City ordinance section 19.16.3 (Application and Approval Required) states, "Not more than twenty-five percent (25%) of the dwelling shall be devoted to the home occupation, not to exceed five hundred (500) square feet whichever is less."******

Permitted uses for a home occupation are determined by fulfilling all of the general requirements listed in Payson City Ordinance Chapter 19.16.3. Please answer the following questions and submit any additional information as requested. Thank you.

	YES	NO
1. Complete and submit a concept plan including a site plan indicating the portion of the home that will be used for the home occupation and a business statement. The business statement should include but is not limited to what products and/or services you will be providing along with any expansion plans.		
2. Does the applicant reside in the home for which the permit is being sought?		
3. Will the home occupation cause a higher demand for municipal or utility services?		
4. Are there additional business licenses at this location?		
5. If you are not the legal owner of the residence, has the legal owner signed both the concept plan and the home occupation business license application?		
6. Is the home occupation incidental and secondary to the residential use?		
7. Does the proposed business require any alterations to the exterior of the residence or enclose the garage or carport area?		
8. Is there anything with the proposed business that would disturb the neighborhood by reason of color, design, materials, construction, lighting sounds, or vibrations?		
9. Will the home occupation be conducted entirely within the dwelling and not in any accessory structures, or an enclosed garage or carport? If not, please explain.		
10. Will there be any interior alterations for the home occupation? If yes, please explain.		
11. Will your home occupation need any storage? If yes, what storage will your business need?		
12. Will your home occupation require signage? If yes, you need to obtain a sign permit.		
13. Is the entrance to the home occupation from the outside the same entrance used by the residents?		
14. Will your proposed business have customers coming to the house? If yes, please explain.		
15. Will your proposed business have employees? If yes, please explain.		
16. Will your proposed business have vehicles used for the home occupation? If yes, where will they be parked?		

Applicant Certification

I certify under penalty of perjury that this application, and all information submitted as a part of this application, is true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the Payson City Home Occupation Ordinance and that items contained in this application are submitted as conceptual at this time and a Business License application will need to be submitted following the zoning approval of the concept plan. I agree to comply with any and all applicable City Ordinances in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Payson City may rescind any approval, or take any other appropriate legal action. I also agree to allow the staff, Planning Commission or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Signature: _____ Date: _____